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those printed in the annual reports of individual libraries. But there have been some notable exceptions, some exceptions that we do not understand. The committee welcomes criticism of the form, it wants to know of the difficulties experienced. It would like criticisms and questions very much more than to have the forms ignored. We hope that the general use of the forms for uniform statistics will afford a very considerable contribution to this very question of the standardization of libraries. If libraries generally will use the form that will give a basis for comparison. It was agreed at Berkeley that this form should be used by college and reference libraries for a year or two experimentally and this committee wants to know how satisfactory the form has proved to college and reference libraries, so that if it needs further revision we can proceed with it. We have undertaken this work because we believe that it affords an opportunity for a very considerable contribution to the advancement of librarianship. Its success, however, depends on the use of the form by libraries generally.

I want in just a word to report on the question of Mr. Thompson's part in this committee's work, namely library labor saving devices. A year ago the committee obtained the consent of Council to prepare for publication, subject to the approval of the Executive Board, a loose-leaf manual on the subject of labor-saving devices for libraries. This manual, the result of the investigation which was begun two years ago, it was expected to have ready for publication by the end of the present year. The work has been unavoidably delayed, however, and at this time the committee can make only a report of progress. It is now hoped that it will be possible to push the work more rapidly during the next few months, and the committee will endeavor to make a more definite report at the meeting of the Council at the 1917 convention of the Association.

I wonder whether librarians do not read committee reports or whether there is no interest in the question of testing of materials and supplies. In addition to Mr. Ranck, at whose suggestion this matter was investigated and reported upon by this committee last year, exactly one librarian, Dr. Johnston of St. Paul, has written to the committee to express any interest whatever in this subject. We should like to oblige Dr. Johnston and Mr. Ranck but the committee will not be justified in going on with this work unless a larger number express an interest in it.

No further business being brought before the Council it adjourned.

EXECUTIVE BOARD

Chicago, Dec. 28 and 29, 1916

FIRST SESSION

The Executive Board of the American Library Association met at the Hotel La Salle, Chicago, Thursday evening, December 28, 1916.

Present: President Brown, Vice-presidents Craver and Locke, Miss Rathbone, and Messrs. Dudgeon, Ranck and Bailey.

The report of Mr. Carl B. Roden, treasurer, was read in his absence by the secretary and accepted as audited. The report was as follows:

REPORT OF THE TREASURER

January-December, 1916

Receipts

Balance, Union Trust Company, Chicago, Jan. 1, 1916	$ 3,957.57
Membership dues	8,353.57
Trustees Carnegie Fund, income	4,500.00
Trustees Endowment Fund, income	399.90
A. L. A. Publishing Board, installment on headquarters' expense, 1915	500.00
A. L. A. Publishing Board, appro-	

priation for headquarters' expense, 1916	2,500.00
Interest on bank balance, Jan.-Nov.	81.92
	$20,292.96

Expenditures

Checks No. 80-95 (Vouchers No. 1224-1473 incl.)		$11,038.69
Distributed as follows:		
Bulletin	$1,750.00	
Conference	735.10	
Committees	374.04	
Headquarters:		
Salaries	5,260.00	
Additional services.	726.73	
Supplies	463.96	
Postage and tel...	438.36	
Miscellaneous	561.68	
Contingencies	201.83	
Travel	326.99	
Trustees Endowment Fund	200.00	
A. L. A. Publishing Board, Carnegie Fund income		4,500.00
Balance due from A. L. A. Publishing Board 1915, cancelled by action of Executive Board Dec. 29, 1915		500.00
		$16,038.69
Balance, Union Trust Co., Chicago		4,254.27
G. B. Utley, Bal., National Bank of the Republic		250.00
Total Balance		$ 4,504.27

James L. Whitney Fund

Principal and interest, Dec. 31, 1915	$226.89
Interest, Jan. 1, 1916	3.33
Sixth installment, Jan. 15, 1916	22.86
Interest, July 1, 1916	3.73
Seventh installment, July 26, 1916	25.17
Total	$281.98

Respectfully submitted,

CARL B. RODEN,
Treasurer.

Chicago, Dec. 26th, 1916.

The following report of the Finance Committee was presented by the chairman, Mr. Harrison W. Craver, and upon motion was accepted, the embodied Budget for 1917 being duly adopted:

REPORT OF FINANCE COMMITTEE

The Finance Committee presents the following report:

The income of the Association during 1916 was as follows:

Membership dues	$ 8,353.57
Income Endowment Fund	399.90
Income Carnegie Fund	4,500.00
Interest, Jan.-Nov.	81.92
Sale of publications (to 19 Dec.)	10,550.58
	$23,885.97

The following budget exhibits the probable income and expenditure during 1917:

BUDGET 1917

Estimated Income 1917

Membership dues	$ 8,500.00
Income Endowment fund	400.00
Income Carnegie Fund	4,500.00
Interest	80.00
Sale of publications	11,000.00
	$24,480.00

Estimated Expenditures

Executive office—		
Bulletin		$ 1,850.00
Conference		700.00
Committees:		
Public documents	$10.00	
Co-operation with N. E. A.	25.00	
Library administration..	75.00	
Library training	25.00	
Bookbuying	50.00	
Bookbinding	50.00	
Federal & state relations	25.00	
Travel	50.00	
Work with the blind	10.00	
Code for classifiers	15.00	
Institution libraries	50.00	
Publicity	100.00	
Miscellaneous	65.00	
		550.00
Salaries:		
Secretary	$3,300.00	
Assistant secretary	1,400.00	

General assistant.....	1,020.00	
		5,720.00
Additional services		800.00
Supplies		400.00
Postage, transportation, teleph..		400.00
Miscellaneous		400.00
Contingencies		660.00
Travel		300.00
		$11,780.00
Publishing Board—		
Carnegie Fund interest.....		$ 4,500.00
Sale of publications ($11,000.00), less $2,800 appropriated to Executive Office expenses.....		8,200.00
		$12,780.00
		$24,480.00

Your Committee is prepared to approve appropriations, in accordance with this budget, of the sum of $11,780.00 to the general expenses of the Association, and to the use of the Publishing Board, the sum of $4,500.00 and the total amount received from the sale of publications, except the $2,800.00 agreed upon by the Publishing Board as its appropriation towards the support of the Executive Office, the total for the Publishing Board being estimated at $12,700.00.

At the request of the Chairman, Dr. C. W. Andrews has examined the accounts of the Treasurer, the Secretary as assistant treasurer, the A. L. A. Committee on the Exhibit at the Leipzig Fair and the A. L. A. Committee on the Panama-Pacific Exhibit. His audit finds these accounts of the exhibit committees correct and properly vouched for as shown in the printed reports of the committees (Bulletins, July 1914, p. 122 and July 1916, p. 366). The reports of the Treasurer and Assistant Treasurer are correct and properly vouched for so far as can be determined before the receipt of the report of the Trustees of the Endowment Fund. Dr. Andrews' final report, together with a report on the audit of the Trustees' accounts, will be given in the formal report of this committee to the Association at its annual meeting.

Respectfully submitted,

HARRISON W. CRAVER,
Chairman.

Dec. 28, 1916.

Appropriation to Publishing Board

On motion of Mr. Craver it was voted that in accord with the report of the Finance Committee there be appropriated for the use of the Publishing Board the income of the Carnegie Fund estimated at $4,500 and all proceeds from sales estimated at $11,000 excepting the amount of $2,800 agreed upon by the Publishing Board as its appropriation towards the support of the Executive Office of the Association.

Report of Committee on Importation of Books

Messrs. Frank P. Hill and C. W. Andrews appeared before the Board as representatives of a special committee on the importation of books from countries at war with Great Britain and her allies. Dr. Hill presented the following report on behalf of the Committee:

Dec. 28, 1916.

To the Executive Board of the American Library Association:

The undersigned, appointed late in October as a special committee to co-operate with the Librarian of Congress in an effort to facilitate the importation of German publications, beg leave to submit the following report of their activities to date:

Immediately after appointment, they proceeded to Washington, and spent three days in conference, visiting the Librarian of Congress, officials of the State Department, and of the British Embassy. Subsequently, the Committee met in New York, and, after certain inquiries made of importing and shipping agencies, drew up and submitted to the State Department the memorandum, a copy of which accompanies this report. This was forwarded to the British Embassy and in turn remanded to the Foreign Office. It was crossed en route by a cabled proposal from the Foreign Office to the British Embassy that orders and remittances be made through the Stationery Office. This Dr. Putnam answered, adding a summary of the pro-

cedure suggested in this Committee's memorandum. Both of these documents now lie before the Foreign Office, from which a response is daily expected.

When the situation is cleared, as the Committee have reason to expect, libraries will receive a circular of advice as to the procedure deemed best for adoption.

While contenting themselves for the time with this briefest resumé of their operations, the Committee would not fail to record their appreciation of the elaborate preparation made for their coming, and the constant assistance in their deliberations given, by the Librarian of Congress, Dr. Herbert Putnam; of the unreserved and intelligent attention accorded to their representations by Mr. Marion Letcher, Acting Foreign Trade Advisor of the State Department, and his associate, Mr. Linard; of the frank and sympathetic hearing granted by Sir Richard Crawford, Trade Advisor of the British Embassy.

The appointment of the Committee was timely, and good results in the near future seem assured, particularly in view of the prospective presence of a representative of the Library of Congress in Rotterdam.

Respectfully submitted,
FRANK P. HILL, Chairman.
CLEMENT W. ANDREWS,
E. H. ANDERSON,
M. LEWELLYN RANEY, Secretary.

Voted that the report be accepted as a report of progress.

Conference of 1917

Mr. W. T. Porter, Mr. N. D. C. Hodges and representatives of the Cincinnati Chamber of Commerce appeared before the Board and extended a cordial invitation to the American Library Association to hold its 1917 conference in Cincinnati.

Mr. Bennett H. Young, Mr. George T. Settle and Miss Fannie C. Rawson appeared and presented similar invitations on behalf of Louisville.

Mr. C. J. Holden, manager of the Grand Hotel, Mackinac Island, appeared in behalf of Mackinac.

After extended discussion and failure to arrive at an unanimous decision the subject of a meeting place was postponed until a Board meeting on the following day, it being voted that a referendum on choice between Cincinnati and Louisville be taken of those members of the Association present at the Council meeting on the following morning.

Nominating Committee

The Nominating Committee of five in accordance with Section 2 to the By-laws to the Constitution was appointed as follows:

H. C. Wellman, librarian City Library, Springfield, Mass.

Gratia A. Countryman, librarian, Minneapolis Public Library.

Fannie C. Rawson, secretary Kentucky Library Commission, Frankfort.

Charles H. Brown, assistant librarian Brooklyn Public Library.

Everett R. Perry, librarian Los Angeles Public Library.

Term of Finance Committee

In a communication addressed to the Board Dr. Andrews, as a member of the Finance Committee, recommended that the Finance Committee be appointed for the period covered by the budget which it has authorized. He suggested that this be accomplished by amending Section 1 of the By-laws so that the third paragraph shall read as now "The fiscal year of the Association shall be the calendar year," with the addition of the words, "and the appointment of the Finance Committee under Section 12 shall be for this fiscal year."

It was voted that the recommendation be adopted and the preparation of the proper procedure be referred to a committee of two, Messrs. Craver and Ranck, and the secretary.

Committee on Library Work with Foreigners

The Board discussed the advisability of appointing a committee, either special or standing, on library work with foreigners. After some discussion it was voted that the question be laid on the table.

Committee on Cost and Method of Cataloging

The Committee on Cost and Methods of Cataloging reported that its work had been

performed, its final report submitted, and that it wished to be formally discharged. On motion of Mr. Craver it was voted that the Committee be discharged.

The Board adjourned to meet at 3:30 the following afternoon.

SECOND SESSION

The Board met, in accordance with its vote of the day before, on Friday, December 29, 3:30 p. m., at the Hotel La Salle.

Present: Same as the day before.

Conference of 1917

In consequence of the referendum at the Council meeting of that morning resulting in favor of Louisville, it was unanimously voted that the Thirty-ninth Annual Conference of the American Library Association be held at Louisville. The date was later fixed as June 21 to 27, 1917.

Publicity

The secretary read the report of the Publicity Committee, which had been prepared by the chairman, Mr. W. H. Kerr:

(See following article.)

Taking up the report for consideration it was voted that the present committee be reappointed for the year 1917, and that in addition to the amount of $100.00 allowed in the Budget there be appropriated to the use of the Committee the unexpended balance from the 1916 Budget amounting to $118.67, for the purpose of carrying out the purposes recommended by the Committee.

No definite action was taken relative to the recommendation that a campaign be conducted to secure funds for the employment of a publicity expert. The Committee and the secretary were asked to obtain more definite information as to what the cost of a publicity expert would be and a more detailed outline of what such a person could do, so that if the Association undertook to move in the raising of funds, it could have comprehensive data to present to those who would be asked to furnish money. The Board looked with favor upon the proposed library publicity survey and recommended that the Committee undertake it.

H. W. Wilson Company Subscriptions

Acting on the question referred to it by the Council the Board voted that the President be authorized to appoint a committee of three to consider the method of periodical publication subscriptions and prices charged by the H. W. Wilson Company.

Committee on Catalog Rules

In response to a request from the head catalogers in meeting at the Asbury Park Conference it was voted that a special committee on catalog rules and methods be appointed by the President.

Printing Conference Proceedings

It was voted that the secretary as editor of the Conference proceedings be authorized to publish summaries instead of full papers as far as he deems it feasible, the degree of condensation to be in the discretion of the secretary.

REPORT OF A. L. A. PUBLICITY COMMITTEE

To the Executive Board.

The following report of the Publicity Committee for 1916 is submitted. The latter part of the report is in the form of a brief for the employment by the A. L. A. of a permanent publicity officer. Because there has been no recent opportunity for conference by members of the Committee, the report is practically the personal statement of the chairman, although the members of the Committee have always been substantially agreed on aims and methods. A large part of the material regarding a permanent publicity officer has been prepared by Mr. Charles H. Compton, a member of the Committee.

Projects Before the Committee

1. The Executive Board authorized the appointment of the present Committee with the following general instruction: (1) To make a publicity survey. (2) To prepare and recommend a comprehensive publicity plan.